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GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405

February 6, 1974

FEDERAL PROPERTY MANAGEMENT REGULATIONS
TEMPORARY REGULATION D-43

TO : Heads of Federal agencies

SUBJECT: Federal employee parking

1. Purpose. This regulation prescribes new policies and procedures pertaining to Federal employee parking. The regulation sets forth minimum criteria for developing employee carpooling plans for review by the Administrator of General Services and his recommendation of approval or disapproval to the Administrator, Federal Energy Office.
2. Effective date. This regulation is effective upon publication in the Federal Register.
3. Expiration date. This regulation expires July 31, 1974, unless sooner revised or superseded. Prior to the expiration date, a permanent regulation will be issued. (See paragraph 15, Comments.)
4. Applicability. The provisions of this regulation apply to all Federal agencies as defined in paragraph 6d, below.
5. Background. This regulation is issued pursuant to Federal Energy Office (FEO) memorandum dated January 17, 1974, and Federal Management Circular 74-1 dated January 21, 1974.
6. Definitions.
 - a. Agency parking. Vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking Government vehicles, other official vehicles, visitor vehicles, and employee vehicles.
 - b. Carpool. A group of two or more people using a motor vehicle for transportation to and from work.

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c. Employee parking. The parking spaces assigned for the use of employee-owned vehicles other than those classified as "official parking."

d. Federal agency. Any executive department, independent commission, board, bureau, office, agency, Government-owned or-controlled corporation, or other establishment of the Government, including any regulatory commission or board and the municipal government of the District of Columbia but not the legislative or judicial branches of the Government. For the purposes of this regulation the terms "Federal agency" and "agency" are synonymous.

e. Handicapped employees. Employees so severely physically handicapped as to prohibit or make unreasonably difficult the use of public transportation. Justification for this priority may require certification by the Public Health Service or an agency medical unit.

f. Official parking. Parking spaces reserved for Government-owned, Government-leased, or privately owned vehicles regularly used for Government business. The phrase "privately owned vehicles regularly used for Government business" means vehicles used 12 or more workdays per month for Government business for which the employee receives reimbursement for mileage and parking fees under Government travel regulations. Monthly certification by agency heads may be required to establish this priority.

g. Parking space. The area allocated in a parking facility for the temporary storage of one motor vehicle.

h. Regular member. A person who travels daily (leave excepted) in a carpool for a minimum distance of 1 mile each way. In addition, an agency may define a regular member as one whose worksite is located within a specific but reasonable distance from the parking facility.

i. Visitor parking. Parking spaces reserved for the exclusive use of visitors to Federal facilities.

7. Policies. Agencies shall encourage the conservation of energy by reflecting the following policies in their plans:

a. Parking. In assigning employee parking spaces, each agency shall comply with the following policies:

(1) Not more than 10 percent of the spaces available for employee parking shall be assigned to executive personnel, severely handicapped employees, and persons who are assigned unusual hours;

(2) At least 90 percent of the spaces available for employee parking shall be assigned to carpools;

(3) Where practical, the 10/90 ratio shall be applied at each Federal facility;

(4) Those parking spaces reserved for carpools shall be assigned on the basis of the number of members in a carpool; and

(5) For the purpose of allocation of parking spaces for carpools, full credit shall be given to any regular member regardless of where he is employed except that at least one member of the carpool must be a full-time employee of the agency.

b. Two-wheeled vehicles. Agencies shall reserve areas within parking facilities for the use of bicycles and other two-wheeled vehicles. Bicycles shall be given special consideration, and the number of parking spaces reserved for bicycles and other two-wheeled vehicles shall be reevaluated every 6 months.

c. Regular hours. Agency managers and supervisors shall make every effort to maintain regular arrival and departure times for all employees. Supervisors are reminded of their prerogative, within overall agency policy, to adjust the scheduled duty hours of individual employees to facilitate carpooling and the use of mass transit.

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8. Assignment of agency parking spaces.

a. Assignment. Agencies shall give first priority to official and visitor parking requirements when assigning parking spaces. Parking spaces not required for official or visitor parking shall be assigned for employee parking at the 10/90 ratio. Assignment of spaces to carpools shall be based on the number of regular members in the carpool. Carpools with the highest number of regular members shall receive the highest priority in receiving parking spaces; e.g., a carpool with six regular members shall be assigned a parking space before a carpool with five regular members. In determining the number of regular members in a carpool, a person who does not travel on a daily basis or who travels one way shall be counted on a pro rata basis; e.g., an individual who travels to and from work 3 days each week shall be counted as three-fifths of a regular member, and one who travels one way each day of the week shall be counted as one-half of a regular member.

b. Tiebreaking criteria. Where there are carpools with an equal number of regular members which exceed the number of parking spaces available for assignment, ties shall be broken primarily by assigning spaces to those carpools whose full-time members have the highest total number of years of Federal service as determined by their service computation dates. In addition, in breaking ties the agency may also consider the distance traveled and the availability of public transportation.

9. Leased or contractor-operated parking spaces. When parking spaces are controlled by specific lease or other contractual agreements, appropriate agency contracting officers shall endeavor to amend the contracts to the extent necessary to accomplish the policies prescribed in this regulation, provided the amendments are not otherwise adverse to the best interests of the Government. Where it is not economically prudent to amend existing contracts, the contracts shall be modified before renewal to comply with the prescribed parking policies.

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10. Guidelines for implementation. Agencies shall be responsible for assigning employee parking spaces. Each assigning authority (headquarters or field installation) shall prepare written plans and procedures for the assignment of parking spaces. These plans and procedures shall be effective not later than March 9, 1974, and shall include as a minimum the following items:

a. Specific methods and procedures to be followed by the agency in the assignment of employee parking spaces;

b. Assistance available to employees in establishing or joining carpools and the procedures to be followed in filing applications for parking spaces;

c. Provision for at least an annual review and reassignment of all parking spaces;

d. Procedures for interim reassignment and replacement caused by membership turnover;

e. A definition of employee responsibility in the use of the parking spaces and in promptly reporting any changes in the number in or membership of carpools;

f. A statement of penalties for misrepresentation of carpool applications (A mandatory penalty of at least 6 months' suspension of the privilege of parking on a Federal facility shall be imposed for misrepresentation of carpooling membership, application qualifications, or for violation of other agency carpooling practices and requirements. The agency may also impose other penalties where appropriate.);

g. Provision for enforcing the parking rules and regulations; and

h. A system for maintaining carpool records and files.

(1) The records, as a minimum, shall contain the name, address, social security number, and employer for each carpool member and the parking permit number.

(2) In order to avoid overlap and duplication of carpool records, each agency shall maintain a listing of the members of carpools who are using its spaces regardless of where they are employed.

(3) The General Services Administration, with the cooperation of the U.S. Civil Service Commission, will maintain a master listing of members of carpools for all parking facilities in each geographical area, or will designate one agency to maintain such a listing.

11. Assistance from GSA. In order to facilitate the formation of carpools, the Administrator of General Services, with the cooperation of the agencies involved, will provide assistance through the use of such aids as computerized carpool matching or carpool boards. He will also develop reciprocal agreements with private sector employers through State or local government agencies or other organizations operating carpool matching programs for the public and/or private sectors.

12. Reporting system.

a. Each agency shall submit a report by March 7, 1974, to the Administrator of General Services. Interagency Reports Control No. 0024-GSA-OT-W has been assigned to this report. This report shall include:

(1) The following information summarized for all facilities under the control or jurisdiction of the agency, based on the parking assignments as of the date of this regulation (Facilities allocated to the agency in multi-agency-occupied buildings shall be included. Isolated facilities under the control and jurisdiction of one agency with less than 25 parking spaces shall be exempt from this reporting requirement.):

(a) Number of full-time employees;

(b) Total number of parking spaces; itemized to show the number used for:

- i. Government-owned or-leased vehicles,
- ii. Other official parking,
- iii. Visitor vehicles, and
- iv. Employee vehicles;

(c) Number of parking spaces used by carpools; and

(d) Number of employees using carpool spaces;

(2) A copy of the agency's overall plan for meeting the policy of energy reduction through increased employee use of carpooling as detailed in paragraph 10, "Guidelines for implementation" (The Administrator of General Services will review the plan and recommend its approval or disapproval to the Administrator, Federal Energy Office.), and

(3) A specific plan for each facility where it is not practical to meet the 10/90 ratio. The Administrator of General Services will review the plan and recommend its approval or disapproval to the Administrator, Federal Energy Office. In addition, data required in paragraph 12a(1)(a) through (d), above, shall be submitted for each facility where it is not practical to meet the 10/90 ratio.

b. Each agency shall submit a followup report to the Administrator of General Services by June 1, 1974. This report shall summarize the parking space assignment data for all facilities under the control or jurisdiction of the agency and shall be based on the situation which exists on May 15, 1974. Isolated facilities under the control and jurisdiction of one agency with less than 25 parking spaces shall be exempt from this reporting requirement. This report shall include:

(1) The same information required in paragraph 12a(1)(a) through (d), above;

(2) Plans for the use of excess parking spaces remaining after all assignments have been made in accordance with the 10/90 ratio; and

(3) Data required in paragraph 12a(1)(a) through (d), above, for each facility where it is not practical to meet the 10/90 ratio.

13. Exceptions. Exceptions to the policies set forth in this regulation must be submitted to the Administrator of General Services who will recommend approval or disapproval to the Administrator, Federal Energy Office.

14. Inquiries. Further information concerning this regulation may be obtained from:

General Services Administration (PR),
Washington, DC 20405

Telephone: IDS 183-4276
FTS 202-343-4276

15. Comments. Comments concerning this regulation from agencies, employee groups, and others concerned should be submitted to the General Services Administration (PR), Washington, DC 20405, no later than June 1, 1974, for consideration in preparing the permanent regulation.

16. Effect on other issuances. The provisions of FPMR 101-19.111, Vehicle Parking Facilities (41 C.F.R. 101-19.111), to the extent inconsistent with this temporary regulation, are superseded.



ARTHUR F. SAMPSON
Administrator of General Services